

**MEETING TITLE: STANDARDS COMMITTEE****DATE: 2-26-04****ATTENDEES: Jackson Williams and Torney Smith, Christie Spice, Jane Wright, Rick Mockler, Nancy Reid, Larry Fay, Lou Anne Cummings, Charlene Crow Shambach, Claudia Lewis, Maxine Hayes, Joan Brewster, Linc Weaver, Mary Looker, Jan Haywood, Janice Adair, Rita Schmidt****GUEST: Marty Wine**

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
Interim Activities	<p>New members were introduced. The committee still needs new local members.</p> <p>Joan Brewster gave a short update of current Turning Point activities and reviewed a diagram of the conceptual framework currently in use. It is very similar to the approach Wa. is using.</p> <p>The report to the PHIP Steering Committee on 2-4-04 was reviewed. (See attached)</p> <p>The charter for the PHIP Workforce Development Subcommittee on Training was reviewed. (See attached) This committee will help to accomplish one of the objectives for the Standards Committee. Is it important to show how the Standards are linked to the Public Health competencies and other frameworks currently in use? One idea would be to develop an appendix for the PHIP that would crosswalk the Standards to Workforce Development, to competencies, to core functions and the ten essential services.</p>		<p>Torney will recruit new members.</p> <p>Joan's office will sent a copy of the Turning Point Booklet to members of the committee.</p>
Self Assessment of the Standards	<p>The committee reviewed the letter that will introduce the process of the self-assessment. The committee also reviewed the proposed tool, which will be sent later. Suggestions were made to the letter and the tool.</p>	<p>Letter and tool were approved with suggested changes.</p>	<p>Investigate whether the tool could be sent and the results received electronically.</p>
Training Assessment related to the Standards	<p>The committee reviewed a summary of the areas of the Standards where training is mentioned and a tool that has been developed to assess individual LHJ and DOH work to improve training in these areas.</p>	<p>Training assessment tool should not be sent at the same time as the overall Standards assessment tool.</p>	<p>Follow up with PHELF and ask for their support and help. Perhaps it could be married with Emergency Preparedness assessment.</p>
Field Test of the Administrative Capacities	<p>Five counties have volunteered to field test the Administrative Capacities: Snohomish, Grant, Skagit, Spokane, San Juan Counties. A draft tool developed for one area of the capacities was reviewed and suggestions for changes were made.</p>	<p>Tool was approved with suggested changes.</p>	<p>A complete tool will be mailed to the Standards committee for review before it is sent out.</p>

Tweaking the Standards	At the end of the Baseline measurement in 2001 the MCPP consultant firm made suggestions for minor wording changes and deletions to the Standards. These suggested changes do not change the intent but would make the Standards more clear.	Approve the concept of improving the wording of the Standards using the suggestions from the consultants. The focus should be on maintaining the original intent.	Subcommittee will review the suggestions and report at the next meeting. Subcommittee members: Charlene Crow Shambach, Claudia Lewis, Christy Spice, Nancy Reid, and Jan Haywood.
Joint work with the Finance Committee on “Costing the Standards”	Mary Wine, the consultant working with Finance Committee was introduced and she reviewed the document “Our Approach to ‘Costing’ the Standards” (see attached) The audience for this work will be: Funders and Legislators, local groups, ourselves. The goal is to develop a model that will identify the cost to achieve the Standards. In order to design a model the core services of public health need to be identified. Next the committee broke into subgroups and worked to identify core services for each area of the standards. These will be grouped with the input given by the Finance Committee and will be reviewed by the Subcommittee and discussed at the next meeting.		There will be a meeting of the Joint finance/Standards Subcommittee on April 12 and a joint meeting of the Finance and Standards committees in May -June timeframe.

**Next Meeting: April 29, 2004**